



BIENVILLE BUILDING MAILROOM

BIN AUTHORITY AND AUTHORIZED BIN USERS

REQUEST FOR CHANGE FORM

Date

Requesting Bin Authority and Bin #

Agency/Division/Bureau/Section/Unit

Bin Authority Phone Number

Bin Authority E-mail

New Employee

Yes

No

Request Type

- Adding a Bin User
- Removing a Bin User
- Adding a Bin Authority
- Removing a Bin Authority

Employee Name

Personnel Number

Phone Number

Cubicle/Office #

E-mail Address

Employee Signature

Bin Authority Signature

In the event the Bin Authority must be changed, the agency/division/Bureau/Section/Unit appointing authority shall sign below.

Appointing Authority Signature